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SEP 13 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Increase in the Office of Training Personnel Ceiling

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 5.

2. The proposed increase, in the Office of Training personnel ceiling authorization and table of organization as contained in attachment A, is to establish two new positions on the Assessment and Evaluation Staff, OTR necessitated by increased assessment, evaluation and clerical workload resulting from increased recruitment of professional personnel for the Agency as career trainees in the Junior Officer Training Program, together with the integration of the Junior Career Development Program.

3. The Director of Personnel approves the titles, series, grades and position numbers of the proposed T/O request on an interim basis. A complete investigation of the duties and responsibilities of the proposed positions will subsequently be undertaken and a final grade determination made on the basis of information obtained. (See Attachment B.)

4. The Chief, Budget Division, Office of the Comptroller (Tab C) cites that "the OTR financial budgets for FY 1957 and FY 1958 do not include funds for the increase. It is suggested that if the request is approved, the increase for both ceiling positions and funds be made available from the DD/S Reserve."

5. Your approval of the proposed T/O and ceiling authorization increase of the following two positions in the Office of Training is recommended:

a. One (1) staff employee, Psychological Assistant, an additional identical position to # 1090, GS-13.

b. One (1) clerk-typist, an additional identical position to # 1098, GS-5.

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Chief, Management Staff

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SUBJECT: Request for Increase in the Office of Training Personnel Ceiling

ATTACHMENTS:
Tab A - Proposal
Tab B - Dir. of Pers. Comments
Tab C - Comp. Budget Div. Comments

The recommendation in paragraph 5 is Approved:

20 Aug 56
Date

/s/
R. GATES LLOYD
Acting Deputy Director
(Support)

DISTRIBUTION:
Orig. & 1 - Office of Personnel
2 - DD/S ✓ Chrono, subj' + reading
2 - Office of Training
1 - Comptroller
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6 cms DDS (OTR)

25X1A9a Mgmt/S/[redacted]:ee (13 Sept. 56)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments

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